



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
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3	Job Classification	SYSTEMS ACCOUNTANT II
4	Posting Number	PN #109615
5	Department	HOUSTON POLICE
6	Division	BUDGET AND FINANCE
7	Section	N/A
8	Reporting Location	1200 TRAVIS *
	Workdays & Hours	MONDAY – FRIDAY, 8:00 A.M. – 4:00 P.M.*
		*Subject to change
9	<u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u> Manages and maintains the Department System interfaces with the City’s financial, payroll, purchasing and asset accounting systems. Prepares, monitors and modifies specifications for payroll, budgeting and other financial operating and reporting systems and matters of the Department. Reviews, evaluates and makes recommendations concerning various procedures, policies, correspondence, projects and ordinances. Establishes operational, reporting and policy guidelines and procedures for citywide financial and payroll systems and provides training regarding such policies and procedures. Manage Divisions hardware inventory, issuance of passwords to city systems. Issuance of passwords to Budget and Finance computer network and help in the development of the Budget and Finance Intranet site. <u>Develop materials for and provide training to division personnel for the new ERP and other systems requiring such training.</u>	
10	<u>WORKING CONDITIONS</u> This position is physically comfortable; the individual has discretion about walking, standing, etc.	
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u> Requires a Bachelor’s degree in Accounting, Business Administration, Management Information Systems or a closely related field.	
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u> Four years of accounting systems experience are required. Two years must be related to supervising the development of financial systems.	
13	<u>MINIMUM LICENSE REQUIREMENTS</u> Must have a valid Texas Class “C” driver’s license and be in compliance with the City of Houston’s policy on driving. (AP 2-2).	
14	<u>PREFERENCES</u> The successful candidate would have 4 plus (4+) years of professional experience in financial systems analysis and support, accounting analysis, financial analysis or a closely related field. It is highly desirable to have an understanding and working knowledge of personal computers and the Windows 2000 operating system applications environment such as Microsoft Office. Experience configuring and/or supporting payroll, general accounting and other financial software is desirable. Experience in training others in the areas of competence related generally to finance, payroll, accounting and other areas of financial software. The successful candidate would have excellent communications skills both oral and written as well as the ability to analyze and understand existing financial systems including payroll and accounting applications and processes. A willingness to provide hands on effort in both software and hardware should the need arise.	
15	<u>SELECTION/SKILLS TESTS REQUIRED</u> None.	
16	<u>SAFETY IMPACT POSITION</u> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.	
17	<u>SALARY INFORMATION</u> Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is: <div>Salary Range – Pay Grade 23 \$1,347.00 - \$1,939.00 Biweekly \$35,022.00 - \$50,414.00 Annually</div>	
18	<u>OPENING DATE</u>	March 29, 2006
19	<u>CLOSING DATE</u>	Open Until Filled
20	<u>APPLICATION PROCEDURES</u> Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 308-1300. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. An equal opportunity employer	